

Comptroller's Directive No. 2-05
Attachment 10
Internal Service Fund Financial Statement Template

Purpose

This attachment is used to obtain the financial statement and footnote information for internal service funds. This attachment is similar to prior year's Attachment 10.

Applicable agencies

The following internal service funds have been identified for fiscal 2005.

Department of General Services:

- Consolidated Laboratory Water Testing
- Engineering Services
- Federal Surplus Property
- Fleet Management
- Graphic Communications
- Maintenance & Repair
- Property Disposal Service
- State Surplus Property
- Virginia Distribution Center

Department of Human Resources Management:

- Workers' Compensation
- Health Insurance Fund

Department of Treasury:

- Risk Management

Virginia Correctional Enterprises

Virginia Information Technologies Agency:

- All internal service funds

Note: In fiscal 2004, there was a separate attachment for each internal service fund. For fiscal 2005 there is only one attachment for all funds. When the attachment is opened and the internal service fund is selected on the "internal service template" tab, prior year amounts will automatically populate.

Due date

August 18, 2005

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**Submission
requirements**

Contact DOA if the agency has any problems with the files.

After downloading the file, rename the spreadsheet file using the agency number followed by the internal service acronym followed by Att10. For example, the Department of General Service's (agency 194) Fleet Management fund, should rename its Attachment 10.xls file as DGS-Fleet Management-Att10.xls.

Submit the excel spreadsheet electronically to finrept@doa.virginia.gov.

Copy APA via E-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of the excel attachment.

**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log Tab](#) in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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**General
information**

1. The templates include numerous features, including automated comments and validation messages, to assist in the preparation and review of financial data.
2. Cash, cash equivalent, and investment footnotes (tabs 1A, 1B, & 1C) have changed for fiscal year 2005 due to the implementation of GASBS No. 40. Refer to **Attachment 20, Cash, Cash Equivalents, and Investments at June 30** for guidance on completing these tabs.
3. Due from Other State Agencies must agree to "Part 1 - Internal" worksheet at **Attachment 17 - Internal Service Funds - Conversion to Government-wide Statement of Activities**. All other receivables from component units, higher education agencies, or other agencies not listed on that worksheet may be placed into Accounts Receivable.
4. Ensure that all footnote tabs applicable to the data entered on the statements are completed. All funds must complete **Tab 6 – Commitments** and **Tab 7 – Miscellaneous**. All Internal Service Fund agencies must also complete Attachment 17, Internal Service Fund – Conversion to Governmental-wide Statement of Activities.
5. Refer to the **GASBS No. 33 – Nonexchange Transactions Overview**, **GASBS No. 34 – Financial Reporting Model Overview**, and **Additional Guidance for Preparation of GAAP Basis (GASBS No. 34) Fund Financial Statement Templates** sections of this Directive for additional preparation guidance.

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General information, continued

6. Each template will require a fluctuation analysis from prior year's template. The FY 2004 amounts will automatically be populated when the internal service fund selects its fund from the drop down list on the "Internal Service Template" tab. Each agency should review the Directive section entitled **Additional Guidelines for Preparation of GAAP Basis (GASBS No. 34) Fund Financial Statement Templates, Fluctuation Analysis Guidelines and Materiality Scopes** to determine the dollar and percentage variances that require explanation.
 7. Provide explanations for fluctuation analysis in a Microsoft Word document and submit with the template.
 8. Contact those listed in the **Questions** section of this Directive if additional guidance is required.
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